

TransSource

DATE 12/22/10

DEPOSIT TICKET

CURRENCY \$ 2910.00

COIN

CHECKS REMITTED

STARBUCKS COFFEE COMPANY
STORE #11643
345 HUDSON ST

JPMORGAN CHASE BANK

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DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME [Signature]

DEPOSIT BAG # 121653072

TOTAL \$ 2910.00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z65F9383

TOTAL ITEMS 7

CHUCK AND LINDA ITEMS ARE
RETURNED FOR DEPOSIT BAGS
ONLY. NO CASH OR OTHER
FORM CASHES. COLLECTION
AND REMITTANCE MUST BE
AVAILABLE FOR IMMEDIATE
REMITTANCE.

2910.00

\$

5750272277770515

11643 5602010222

Cash Management LogDAY- Mon DATE - 12/13/10

SAFE COUNT										
NAME	OPEN: <u>SA</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>0150110</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:20	4p							1:35	1:50
\$0.01	31	26							176	25
\$0.05	14	26							10	6
\$0.10	85	60							60	25
\$0.25	360	320							320	250
\$1.00	113	235							235	194
\$2.00	8	8							8	8
\$5.00	525	1120							1120	880
\$10.00	50	20							20	170
\$20.00	620	8							8	260
OTHER \$'s	8	8							2.00	8
Total Change Fund	1798	1800							1800	1800
# Tills/Total \$	42200	in use							42200	42200
# Till Drops	40	110							40	110
Cust. Recov. Cert.	7	7							7	7
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	40	40							40	40
Comments:	Fixed safe									

Report Store Operating FundsSignature: Scout Marshall\$ Amount Entered: \$1800.-

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>SA</u>	Taken By Cash Controller:	<u>SA</u>
Preparing Deposit:	<u>SA</u>	Date to Bank:	<u>12/13</u>
Start Time:	<u>2:30p</u>	Time to Bank:	<u>3pm</u>
Deposit Bag #:	<u>U1A</u>	Deposit Bag #:	<u>U1A</u>
Deposit Witness:	<u>SA</u>	Banking Witness:	<u>SA</u>
Deposit \$:	<u>394.08</u>	Bank Validated \$:	<u>394.08</u>
Completion Time:	<u>2:30p</u>	Bank Validation Time:	<u>3:09p</u>
Change Order \$:	<u>1240</u>	Change \$ Received:	<u>1240.-</u>
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
150493	<u>SA</u>	34131852	<u>SA</u>	8:10
153043	<u>SA</u>	34131851	<u>SA</u>	8:10

PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>1609314</u>	INITIALS:	<u>SA</u>
CC WITNESS (mandatory):	<u>SA</u>	TIME:	<u>12:00pm</u>
DROP BAG #S:			
34131845		1830	
1850		1852	
1833		1848	
1847		1846	
1849			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash co

TranSource

DATE 5/12/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	394	08
COIN		
CHECKS LIST EACH SEPARATELY		
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DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY SA

PRINT NAME SCHULTZ

DEPOSIT BAG # N/A

TOTAL 394 08

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO ORDER:
CALL 888-726-4545
AND REFERENCE
ORDER #659383

TOTAL ITEMS 1

RECEIPT AND OTHER ITEMS ARE
RETURNED TO THE PROVIDER OF THE BANK
AND NOT TO THE DEPOSITOR. ANY
UNRECORDED COPIES OF THE
ITEMS WILL BE AVAILABLE FOR
REVIEW.

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 4560 2010 221

777 1705 151

394.08

Cash Management Log

DAY: Friday DATE: 12/17/10

SAFE COUNT

NAME	OPEN	MID 1	MID 2	MID 3	CLOSE	
SAFE COUNT	START	END	START	END	START	END
TIME	1:00pm	2:02	2:03	2:10p	3PM	7:30
\$0.01	18	32	32	32	32	31
\$0.05	4	14	14	14	14	10
\$0.10	25	95	95	95	95	70
\$0.25	170	300	300	300	300	310
\$1.00	153	299	299	299	300	259
\$2.00	0	0	0	0	0	0
\$5.00	150	1000	1000	1000	1000	830
\$10.00	240	0	0	0	0	80
\$20.00	1040	0	0	0	0	200
OTHER \$'s	0	0	0	0	0	0
Total Change Fund	1800	1800	1800	1800	1800	1800
# Tills/Total \$	4000	4000	in use	in use	1000	4000
# Till Drops	1	1	1	1	1	1
Cust. Recov. Cert.	25	25	25	25	25	25
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	1	8	8	8	1	1
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>SM</u>	Taken By Cash Controller: <u>SM</u>
Preparing Deposit: <u>2:04p</u>	Date to Bank: <u>12/17</u>
Start Time: <u>2:04p</u>	Time to Bank: <u>2:11p</u>
Deposit Bag #: <u>127603072</u>	Deposit Bag #: <u>127603072</u>
Deposit Witness: <u>MD</u>	Banking Witness: <u>MD</u>
Deposit \$: <u>2910.99</u>	Bank Validated \$: <u>2910.99</u>
Completion Time: <u>2:10pm</u>	Bank Validation Time: <u>2:14p</u>
Change Order #: <u>0</u>	Change \$ Received: <u>0</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1530473	<u>MD</u>	34131860	<u>MD</u>	8:05
1530473	<u>MD</u>	34131861	<u>MD</u>	8:05

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory)		
DROPPED BAG #S:		

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

127603072

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2910.99
DO NOT DISCARD UPON REMOVAL. DATE: 12/13/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

Cash Management Log

STORE COMMUNICATIONS

DAY - NE Saturday DATE - 12/18/10

- \$10.88 K.V.

This is for
Friday

Sat o/s +49¢

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
King	59441711	KB	4:36pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kim	59442205	KB	4:08pm

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 12/20/2010
Session #8

Thank you - CANDIS
Cashbox #05

**MORE
REWARDS
BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

12/18/10

DATE

DEPOSIT TICKET

CURRENCY		DOLLARS	CENTS
COIN		3000	77
CHECKS LIST EACH SEPARATELY			
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DEPOSIT PREPARED BY *N. Balbuena*

DEPOSIT VERIFIED BY

PRINT NAME *N. Balbuena*

DEPOSIT BAG # *127602941*

TOTAL 3000 77

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-254-4545
AND REFERENCE
ORDER #2659383

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE
NOT TO BE DEPOSITED IN THIS
TICKET. CHECKS MUST BE
DEPOSITED IN A SEPARATE
TICKET. CHECKS MUST BE
PROPERLY ENDORSED. CHECKS
AND OTHER ITEMS MAY NOT
BE DEPOSITED IN THIS TICKET.

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 777170515

\$11649.15

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 300.77
DO NOT DISCARD UPON REMOVAL
DATE: 12/8/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602941

Cash Management Log DAY: Sat DATE: 12/18/10

SAFE COUNT										
NAME	OPEN: <u>11/01/10</u>		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>12:09 AM</u>	<u>7:39 A.</u>								
\$0.01	<u>31</u>	<u>31</u>								
\$0.05	<u>10</u>	<u>10</u>								
\$0.10	<u>70</u>	<u>70</u>								
\$0.25	<u>310</u>	<u>310</u>								
\$1.00	<u>209</u>	<u>209</u>								
\$2.00	<u>0</u>	<u>0</u>								
\$5.00	<u>830</u>	<u>830</u>								
\$10.00	<u>80</u>	<u>80</u>								
\$20.00	<u>000</u>	<u>000</u>								
OTHER \$'s	<u>0</u>	<u>0</u>								
Total Change Fund	<u>1800</u>	<u>1800</u>								
# Tills/Total \$	<u>4000</u>	<u>4000</u>								
# Tilt Drops	<u>0</u>	<u>0</u>								
Cust. Recov. Cert.	<u>05</u>	<u>05</u>								
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>0</u>	<u>0</u>								
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>N. Balbuena</u>	Taken By Cash Controller: <u>SM</u>
Preparing Deposit: <u>12/18/10</u>	Date to Bank: <u>12/20/10</u>
Start Time: <u>12:09 PM</u>	Time to Bank: <u>1:42 PM</u>
Deposit Bag #: <u>127602941</u>	Deposit Bag #: <u>127602941</u>
Deposit Witness: <u>SM</u>	Banking Witness: <u>KB</u>
Deposit \$: <u>3000.77</u>	Bank Validated \$: <u>3000.77</u>
Completion Time: <u>2:29 PM</u>	Bank Validation Time: <u>1:59 PM</u>
Change Order #: _____	Change \$ Received: _____
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME

PARTNER TIP REMOVAL (weekly)			
PARTNER #	INITIALS	TIME	
CO WITNESS (mandatory)			
DROP BAG #S:			

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

*Witness on tip drop removals must be the scheduled cash controller.

DAY -

DATE -

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature: _____	\$ Amount Entered: _____
------------------	--------------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME

PARTNER TIP REMOVAL (weekly)

PARTNER #		INITIALS	
CC WITNESS (mandatory)		TIME	
DROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.**Possible Causes:**

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.**Possible Causes:**

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**Possible Causes:**

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
 2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.
- NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.
3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
 4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
 5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**Possible Cause:**

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 12
Dec 20 - 26

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



Cash Management Log

STORE COMMUNICATIONS

DAY - Mon DATE - 12/20

(-5.75) various

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59442200	KB	2:30
Sam	59442281	KB	5 PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ver	59442214	KB	7 PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442173	KB	1:38 PM
Tasha	59442491	KB	7 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrew	59442177	KB	3 PM
Michael	59442185	KB	8 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE
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Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #12	
Account Number Ending In:	0515
Checking Deposit	\$508.40
Cash Amount	\$508.40

Further review may result in delayed availability of this deposit

.....

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/20/2010 13:56

Business Date 12/20/2010
Session #8

Thank you - CANDIS
Mailbox #05

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CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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CHASE CHECKING CUSTOMER
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RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

127603073

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 508.40
DO NOT DISCARD UPON REMOVAL DATE: 12/28/10
STABLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

Cash Management Log

DAY- Monday DATE - 12/20/10

SAFE COUNT

SAFE COUNT										
NAME	OPEN: <u>Nova</u>		MID 1: <u>SN</u>		MID 2:		MID 3:		CLOSE: <u>Galle</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>7:34</u>	<u>12:34</u>	<u>12:40p</u>	<u>1pm</u>					<u>1:11pm</u>	
\$0.01	<u>31</u>	<u>28</u>	<u>28</u>	<u>28</u>					<u>28</u>	<u>27</u>
\$0.05	<u>10</u>	<u>6</u>	<u>6</u>	<u>6</u>					<u>6</u>	<u>7</u>
\$0.10	<u>70</u>	<u>60</u>	<u>60</u>	<u>60</u>					<u>60</u>	<u>45</u>
\$0.25	<u>310</u>	<u>210</u>	<u>210</u>	<u>210</u>					<u>210</u>	<u>190</u>
\$1.00	<u>209</u>	<u>191</u>	<u>191</u>	<u>191</u>					<u>191</u>	<u>171</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>80</u>	<u>515</u>	<u>515</u>	<u>515</u>					<u>515</u>	<u>345</u>
\$10.00	<u>200</u>	<u>90</u>	<u>90</u>	<u>90</u>					<u>90</u>	<u>100</u>
\$20.00	<u>0</u>	<u>700</u>	<u>700</u>	<u>700</u>					<u>100</u>	<u>970</u>
OTHER \$'s	<u>800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>					<u>1800</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>					<u>1800</u>	<u>1500</u>
# Tills/Total \$	<u>10</u>	<u>active</u>	<u>inuse</u>	<u>inuse</u>					<u>active</u>	<u>4000</u>
# Till Drops	<u>10</u>	<u>10</u>	<u>1</u>	<u>1</u>					<u>10</u>	<u>10</u>
Cust. Recov. Cert.	<u>0</u>	<u>25</u>	<u>25</u>	<u>25</u>					<u>0</u>	<u>25</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>	<u>Y(N)</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>	<u>Y(N)</u>
# Tip Bags	<u>0</u>	<u>0</u>	<u>10</u>	<u>10</u>					<u>0</u>	<u>100</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: _____	Taken By Cash Controller: <u>SN</u>
Preparing Deposit: <u>SN</u>	Date to Bank: <u>12/20/10</u>
Start Time: <u>12:40p</u>	Time to Bank: <u>1:26pm</u>
Deposit Bag #: <u>127603073</u>	Deposit Bag #: <u>127603073</u>
Deposit Witness: <u>NS</u>	Banking Witness: <u>NS</u>
Deposit \$: <u>508.40</u>	Bank Validated \$: <u>508.40</u>
Completion Time: <u>1pm</u>	Bank Validation Time: <u>1:56p</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1738756</u>	<u>AW</u>	<u>34131867</u>	<u>SN</u>	<u>8pm</u>
<u>1738756</u>	<u>AW</u>	<u>34131873</u>	<u>SN</u>	<u>8pm</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Tues DATE - 12/21Tols
(-9.99)

Jen's visit

LI (-9.70) misringing of SDUX card
transaction

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
yer	5944293	CC	1 PM
Andre	5944298	CC	5:30

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Noka	5944176	CC	1 PM
Tracy	5944216	CC	5:30

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	5944283	CC	1:30 PM
Sam	5944286	CC	7:30

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	5944285	CC	1 PM
Sam	5944286	CC	8 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

JPMorgan Chase Bank, N.A.
Hudson Street, Branch. 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/22/2010 17:34

Thank you - CANDIS
Cashbox #05

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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TranSource

DATE 12/22/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	29	22
COIN		34
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
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17		
18		
19		
20		

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY NIA

PRINT NAME Serenity Marshall

DEPOSIT BAG # 121603075

TOTAL 2922 34

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER CALL 800-250-5445 AND REFERENCE ORDER #426519383

TOTAL ITEMS 1

DEPOSIT AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE PROVIDER OF THE SERVICE. ANY UNDEPOSITED CASH OR OTHER ITEMS WILL BE FORFEITED TO THE PROVIDER.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11619 15802010221 777170515

292234

127603075

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2122.34
DO NOT DISCARD UPON REMOVAL DATE: 12/22/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY- TUE DATE - 12/21/10

SAFE COUNT

NAME	OPEN: <u>None</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Use 10</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>10:49 - 13:10</u>								<u>131</u>	<u>130</u>
\$0.01	<u>27</u>	<u>21</u>							<u>21</u>	<u>21</u>
\$0.05	<u>2</u>	<u>0</u>							<u>0</u>	<u>36</u>
\$0.10	<u>95</u>	<u>15</u>							<u>15</u>	<u>100</u>
\$0.25	<u>140</u>	<u>100</u>							<u>100</u>	<u>280</u>
\$1.00	<u>121</u>	<u>82</u>							<u>124</u>	<u>343</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>345</u>	<u>4</u>							<u>0</u>	<u>650</u>
\$10.00	<u>100</u>	<u>20</u>							<u>20</u>	<u>110</u>
\$20.00	<u>920</u>	<u>1520</u>							<u>1520</u>	<u>220</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1820</u>							<u>180.0</u>	<u>180</u>
# Tills/Total \$	<u>40000</u>	<u>active</u>							<u>Active</u>	<u>40200</u>
# Till Drops	<u>10</u>	<u>30</u>							<u>35</u>	<u>40</u>
Cust. Recov. Cert.	<u>28</u>	<u>28</u>							<u>28</u>	<u>28</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>15</u>	<u>25</u>							<u>215</u>	<u>610</u>
Comments:									<u>58 gloves in door 2#</u>	

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>SW</u>	Taken By Cash Controller: <u>SW</u>
Preparing Deposit: <u>SW</u>	Date to Bank: <u>12/22/10</u>
Start Time: <u>4:14pm</u>	Time to Bank: <u>5:20pm</u>
Deposit Bag #: <u>127603075</u>	Deposit Bag #: <u>127603074</u>
Deposit Witness: <u>Bealle Mitchell</u>	Banking Witness: <u>Bealle Mitchell</u>
Deposit \$: <u>2922.34</u>	Bank Validated \$: <u>2922.34</u>
Completion Time: <u>4:43pm</u>	Bank Validation Time: <u>5:24p</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1689/19</u>	<u>TS</u>	<u>34131874</u>	<u>TS</u>	<u>8:30</u>
<u>1689/19</u>	<u>TS</u>	<u>34131800</u>	<u>TS</u>	<u>8:30</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>1609344</u>	INITIALS:	<u>BJ</u>
CC WITNESS (mandatory):		TIME:	<u>1:30pm</u>
DROP BAG #S:	<u>34131866</u> <u>1860</u> <u>1855</u> <u>1859</u> <u>1853</u> <u>1852</u> <u>1851</u> <u>1861</u> <u>1854</u> <u>1868</u>		

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Wed

DATE - 12/22

Total o/s +40¢

open shift @ 28th 7th on Sun 12/26 230 - 945p

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
yer	59442046	EW	306
Samson	59441776	EW	6:45

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
KUM	59441776	EW	630

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442048	EW	306
1204	59441764	EW	8:11PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Elizabeth	59441776	EW	630

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

127603076

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2807.39
DO NOT DISCARD UPON REMOVAL DATE: 12/22/10
STAPLE TO CRASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

CHASE

CHASE

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #170
Account Number Ending In: 0515
Checking Deposit \$2,807.39
Cash Amount \$2,807.39

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9335
Member FDIC, Equal Housing Lender
Please keep your receipt
12/22/2010 17:40

Business Date 12/22/2010
Session #80

Thank you - CANDIS
Cashbox #05

DISCOUNTS

SPECIAL BENEFITS JUST FOR BEING A

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VISIT CHASE.COM/EXCLUSIVES

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INTRODUCING

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**BETTER
RATES**

12/22/10

DATE

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST.

JPMORGAN CHASE BANK

	DOLLARS	CENTS
CURRENCY	2807	
COIN		39
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
DEPOSIT PREPARED BY <i>SN</i>		
DEPOSIT VERIFIED BY <i>NTA</i>		
PRINT NAME <i>Serenity Marshall</i>		
DEPOSIT BAG # <i>121603076</i>		
TOTAL	2807	39

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-756-9445
AND REFERENCE
ORDER #20519383

TOTAL ITEMS *1*

CHECKS AND OTHER ITEMS ARE
NOT TO BE DEPOSITED IN THIS BOX
UNLESS THEY ARE PROPERLY
ENDORSED. COMMERCIAL CHECKS
AND OTHER ITEMS MAY NOT BE
DEPOSITED IN THIS BOX.
DEPOSITORS MAY NOT
WITHDRAWAL FOR IMMEDIATE

DEPOSIT TICKET

2807.39

777.70515

12/22/10

DATE 12/22/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2807	
COIN		39
CHECKS (LIST EACH SEPARATELY)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY: *SN*

DEPOSIT VERIFIED BY: *NIA*

PRINT NAME: *Serenity Marshall*

DEPOSIT BAG # *127803078*

TOTAL 2807 39

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 888.730.545
AND REFERENCE
ORDER #26579383

TOTAL ITEMS 1

CHECKS AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE PROVIDER OF THE BANK. THE PROVIDER OF THE BANK IS NOT RESPONSIBLE FOR THE RETURN OF CHECKS AND OTHER ITEMS. THE PROVIDER OF THE BANK IS NOT RESPONSIBLE FOR THE RETURN OF CHECKS AND OTHER ITEMS.

STARBUCKS COFFEE COMPANY
STORE #1649
346 HUDSON ST
JPMORGAN CHASE BANK

11649 560 20 10 2 21 777 705 1 5

2807 39

Cash Management Log

DAY: WED DATE: 12/22/10

SAFE COUNT

NAME	OPEN: <u>12/22/10</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Guselle</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	12:14 PM				12:1	1 PM
\$0.01	21	21			21	16
\$0.05	36	36			36	26
\$0.10	110	110			110	70
\$0.25	240	240			240	170
\$1.00	262	262			262	223
\$2.00	8	8			8	8
\$5.00	80	80			80	945
\$10.00	110	110			110	90
\$20.00	840	840			840	260
OTHER \$'s	1x100	1x100			100	8
Total Change Fund	4800	1899			1800	1800
# Tills/Total \$	1000	active			active	4020
# Till Drops	10	10			10	110
Cust. Recov. Cert.	23	23			23	23
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	30			10	110
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>SW</u>	Taken By Cash Controller: <u>SW</u>
Preparing Deposit: <u>5:01 pm</u>	Date to Bank: <u>12/22/10</u>
Start Time: <u>5:01 pm</u>	Time to Bank: <u>5:30 pm</u>
Deposit Bag #: <u>127603076</u>	Deposit Bag #: <u>127603076</u>
Deposit Witness: <u>Guselle Mitchell</u>	Banking Witness: <u>Guselle Mitchell</u>
Deposit \$: <u>2807.39</u>	Bank Validated \$: <u>2807.39</u>
Completion Time: <u>5:23 p</u>	Bank Validation Time: <u>5:40 p</u>
Change Order \$: <u>8</u>	Change \$ Received: <u>8</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1530473	<u>SW</u>	84131863	<u>SW</u>	8:33
1530473	<u>SW</u>	34131875	<u>SW</u>	8:33

DM VERIFICATION

DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

Thurs

DATE -

12/23

Total 0/5 (-22¢)

0 0

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	59441786	CB	7:20

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	59441792	CB	4:34

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yee	59441786	CB	10:35
Giselle	59441798	CB	14:15

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59441790	CB	4:34

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME